

# LABOR DAY MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 5, 2017



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**Town Administrator:** This past week's activities included: Continued work on several personnel matters and evaluations, updated and corrected the private road/emergency lane list from the public hearing, prepared for the September Department Head meeting scheduled for 9/12, coordinated the annual volunteer picnic on September 16<sup>th</sup>, worked with the HR Manager on the hiring plan for the new police chief, and met with FEMA representative and staff on the Storm Stella damage. This coming week's activities include: Meeting with the Con Com Chair and Town Planner, meeting with the HR Manager on performance evaluation training and personnel file management plan, preparing for and attending the regular Select Board meeting, continue work on employee performance evaluations. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Deputy Ashley Pouliot attended the first NHTCA/NHCTCA Joint Certification Program from 8/7 through 8/11. The classes are held once each year for a week and it will take her three years to obtain her NHTCA Certification. For those that may not have heard, Ashley and Shane Pouliot's son Thomas (Tommy) was born on August 30<sup>th</sup>. They are over the moon with joy. Because I am shorthanded, my office will be closed for lunch from 12:30-1:00 pm until further notice. Also, I will be out of the office the week of September 11<sup>th</sup>. Because I am shorthanded, the office will be closed Tuesday the 12<sup>th</sup> and Thursday the 14<sup>th</sup>.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The Highway team started the week by removing the pavement from the final portion of Paradise Drive. Everyone continued work on the baseball field by doing layout, cutting and removing trees and shrubs, and removing and disposing of the entire fence. On Thursday, J. Latulippe went to a class on excavator training. The first layer of pavement was put on Paradise Drive. The week ended with a couple of different projects. Part of the crew went to finish the ditching on Bodge Hill Road, while the rest of the team worked on cutting pavement and grading edges on Paradise Drive to make sure the driveways were all set for the weekend.

**Facilities & Grounds:** This past week we continued doing our summer maintenance. M. Kepple attended the FEMA meeting, and test drove some new maintenance equipment. The beaches were raked for the busy weekend. M. Kepple met with HVAC contractors for pricing to replace and up-grade the equipment at the Town Hall.

**Fleet Maintenance:** TRK3 03 GMC 8500 dump truck - replaced fuel lines and bled out system to get it running again.; CAR132 2013 Ford interceptor SUV - replaced purge valve and reset system; TRK10 2008 Peterbilt dump truck - perform service repaired air leaks and state inspect; CAT 313 excavator - greased unit and topped off fluids; TRK24 08 Freightliner 10-wheeler - repaired light issues;

TRK9 2014 Kenworth 6-wheel dump - adjusted brakes and state inspected; 15 Rescue 2 1990 Ford F250 - state inspected and repaired clip lights; 15M3 1993 freightliner pumper - state inspection.

**Transfer Station:** This week we shipped out 3 msw, 3 c&d, 4 single stream recycle, 2 clean wood. We recycled 7,520 lbs. of car batteries, and 1,270 lbs. of wire with North Country Recycle. Thanks to Facilities & Grounds, who provided the transportation to North Country Recycle.

**Moultonborough Police Department:** The Police Department recorded 336 log entries, which included the following calls for service, 17 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 11 complaints, 0 MV Accidents, 4 MV Complaints, 5 residential alarms, 0 commercial alarms and 6 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 610 calls for emergency service. For the period of 08/25/17 to 08/31/17, there were 12 calls for service: 2-Building fires; 1-cooking fire, confined to container; 2-brush/grass fires; 5-EMS incidents; 1-Assist the physically disabled; 1-Cancelled en-route. Automatic Aid: Twice automatic aid responses were received from Center Harbor. Mutual Aid: Mutual aid was received twice from the following towns for two building fires during this period. Center Harbor, Meredith, Sandwich, Holderness and Tuftonboro. Overlapping Incidents: During this period, there was one instance of overlapping calls. Overlapping incidents are where two or more incidents were being mitigated simultaneously.

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|------------------------|--|-----------------|
| <u>Staffing:</u>       | Overall average staffing per incident                | 6 firefighters  |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) staffing        | 3 firefighters  |
|                        | Average Night/Weekend staffing                       | 8 firefighters  |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 09:35 mins/sec. |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 09:05 mins/sec. |
|                        | Average Night/Weekend response time                  | 10:00 mins/sec. |

**Operations:** 8/26 - First alarm building fire 147 Paradise Drive, first engine in, rapidly extinguished fire. First alarm cancelled. Minor property damaged. House habitable after cleaning up. 8/29 - Small brush/grass fire, Shaker Jerry Road in the area of Bull Rush Path. 8/30 - Small fire in the bark mulch in front of 15 Moultonboro Neck Road. 8/31 - First alarm building fire, 26 Sunset Lane. Electrical fire in the rear of the building. Significant fire and smoke damage. Building in uninhabitable condition. There were 3 Supra Box installations, and 1 smoke detector service.

**Office of Development Services - Planning:** For the weeks of August 26 and September 2, 2017: I attended the Planning Board regular meeting; Planning Board had 2<sup>nd</sup> pre-application conceptual discussion meeting with prospective developers concerning proposed concepts for development of Kona Country Club and residential subdivision; meeting of Master Plan Steering Committee and Lakes Region Planning Commission concerning proposed draft of Economic Development Chapter of Master Plan and prepared draft minutes of this meeting. I met with land surveyor Dan Dolan re four different projects: Blackadar Electric property/site plan review, daSilva property/site plan review, Paradise Falls Mini-Golf property/site plan review, and McCann-Angelo property/boundary line adjustment. All these proposed projects will be brought to Planning Board for approval. I had a meeting with Heritage Commission Chair Cristina Ashjian re Kona property proposed project. I met with Lakes Region Planning Commission and Bay District Sewer Commission re extension of sewer service to Moultonborough village. I had a meeting re Stephens Landscaping (Avery property) with Stephens' attorney Chris Boldt concerning proposed site plan for development of Stephens/Avery property, and reviewed site plan and landscaping plan. I attended joint meeting of Planning Board and Zoning Board

of Adjustment concerning open discussion of current and long-range planning and zoning matters and presented information at this meeting concerning planning options for resolution of planning issues and enhancing effectiveness of planning program. I reviewed and approved proposed landscaping plan for the Berry Pond Center. I continue familiarization with Town land use regulation.

**Human Services:** Nothing to report this week.

**Recreation Department:** Registration for youth soccer players (except kindergarten) is completed. Clinics were held last week and the teams for grades 3-4 and 5-6 have been created. Dan held a coaches meeting Thursday evening. The parent meeting will be held on September 8<sup>th</sup>. Team practices will begin next week and games will start on Saturday September 9<sup>th</sup>. Kindergarten and grade 1-2 soccer will also get underway on Saturday the 9<sup>th</sup>. Youth volleyball registrations are due on Sept. 1<sup>st</sup> and we are working on their schedule for the upcoming season. The Recreation Advisory Board will meet on Monday September 11<sup>th</sup> at 7:00 PM. The RAB has been on hiatus for the summer months. We are working with several playground equipment companies to replace the old equipment at the park. Donna K. will be taking some vacation days Sept. 6-8. Dan and Donna K will be attending the NHRPA state conference and Awards Banquet on Wednesday September 13<sup>th</sup> in Concord. We are working with the school on expansion of hours for our Beyond the Bell program. We hope to resume that program in a couple of weeks. We are also hoping to take advantage of the late bus possibilities for the children in that program now that the Academy and MCS are basically on the same schedule.

**Important Dates to Remember**

**Labor Day, All Non-Essential Depts. Closed, September 4, 2017**

**Board of Selectmen's Meeting, September 7, 2017, 7 PM**

**Board of Selectmen's Meeting, September 14, 2017, 7 PM**

**Board of Selectmen's Meeting, September 21, 2017, 7 PM**

**Board of Selectmen's Work Session, September 28, 2017, 7 PM**

**\*Department Head Meeting, Tuesday – September 12, 2017, 9 AM\***